



OSA Project Manager 1

Tennessee Department of Treasury

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Job Overview:

This position performs professional real estate work for the Office of the State Architect (OSA) in the following functional areas: High Performance Building Requirements (HPBr), Building Information Modeling (BIM) Standards, Data Management, Contract review, process and policy update initiatives, project management review and various Commission related matters.

Key Responsibilities:

- Administers HPBr and BIM programs for the State of Tennessee.
- Performs contract, project, and submittal reviews.
- Participates in developing OSA goals, objectives and systems including web based dashboards and process improvement workshops.
- Maintains OSA information system records and compiles reports from the database. Maintains compliance with Commission requirements concerning reporting.
- Participates in administrative staff meetings and attends other meetings and seminars.
- Assists in creation and evaluation of reports, decisions and results of OSA in relation to established goals.
- Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of the OSA, State of Tennessee Real Estate services, Commission services and other services performed.

Qualifications:

- Graduation from an accredited college or university with a bachelor or master's degree in Architecture, Engineering or Construction Management.
- Experience equivalent to three years of professional work in related field.

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